

Presentation Guidelines

Guidelines for Presentations

- Brief Presentation of System
 - Time limit: 15 minutes (incl 2 mins for Q&A).
 - 13 minute for the entire presentation + 2 min Q&A
 - See Powerpoint template
- Explain what is novel:
 - Each system is different
 - Most important decisions
 - Decisions considered and abandoned (why?)

Guidelines (cont'd)

- Features of System
- Static Structure
- Behavioral Model
- Demonstration of Prototype
- (Video overviewing features of system)

Format of Presentation

- Not too dense: 5-7 key pieces of information
- Bullets are easier to read
 - Legible figures can be used effectively
- Bullets:
 - Should be highlights of what you will say
 - Audience will try to read everything
 - Do not read the bullets to audience
- Figures:
 - Walk audience through figure
 - Use animation to unfold complex figure

More tips

- Practice:
 - Be very familiar with slides (practice, practice, practice)
 - Flow, content, transition between slides
 - Get timing down so you don't rush or end up short on content
- Content:
 - Terse
 - Figures
 - Bullets
 - Phrases
 - Highlights only

More Tips: Things to Avoid

- AVOID:
 - Verbose with a lot of words like this point, which could have been made with the single word “verbose”.
 - Compound Sentences
 - Unlabeled graphs
 - Big tables of numbers
 - Blocking parts of slide
 - Using font sizes too small – no smaller than 16 pt font
 - Pick dark colors that are readable from back of room
 - Overloading with animations (e.g., word by word, every slide, etc.)